

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, May 5, 2008

CALL TO ORDER

The meeting began at 5:45 p.m. in Conference Room 113 of City Hall.

ROLL CALL

Present: Anna Marie Jones, Dave Thomas, Ed Comerford, Ed Fuentes

City Staff: Human Resources Director Tami Yuki and City Manager Connie Jackson

Absent: Leslie Cullinane

APPROVAL OF MINUTES

The minutes of April 21, 2008 were approved.

COMMUNICATIONS

None

PUBLIC COMMENT

None

INFORMATION ITEMS

A. Staff Update

None

B. Personnel Board Goals Update

None

C. Pending Recruitments

Police Officer Pre-Trained Lateral
Public Safety Dispatcher I (Lateral)

D. Other Areas of Board's Concern

None

NEW BUSINESS

A. Job Descriptions

1. Administrative Services Director

Personnel Board Member Fuentes made a motion to approve the Administrative Services Director job description. Anna Marie Jones seconded the motion. The motion passed unanimously.

2. Community Services Director

Personnel Board Member Comerford made a motion to approve the Community Services Director job description with the following changes:

- Page 1, Paragraph 1 use "Senior Center " instead of "Senior". Personnel Board Member Jones seconded motion. The motion passed unanimously.

3. Public Services Director

Personnel Board Member Fuentes asked what is the difference between Facilities and Facilities Planning. City Manager Jackson said that Facilities Division consists of custodial and basic maintenance. It does not address the longer term capital facilities management and planning issues. She said that the intent is to develop areas of responsibilities that currently are not well addressed in the City's program of services. Facilities Planning would assure a long term availability and service ability of the City's facilities.

Personnel Board Member Comerford asked if the Public Services Director is required to have a special license for water. Human Resources Director Yuki stated that a special license for water was not required for this position.

Personnel Board Comerford made a motion to approve the Public Services Director. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

4. Advertising

Human Resources Director Yuki stated that Human Resources would advertise the following positions in the following subscriptions and websites:

b. Community Services Director

- California Parks & Rec. Association
- National Recreation of Parks Association
- Cal State Library Association
- Bay/Net Library Association
- Library Hotline
- Peninsula Library System
- Western Cities in the magazine and website
- Municipal Management Association of Northern California
- Jobs Available brochure and website

c. Public Services Director

- American Public Works Association
- American Water Works Association Western Cities in the magazine and website
- Jobs Available brochure and website
- Municipal Management Association of Northern California
- Western Cities in the magazine and website

In addition, all three positions will be advertised with the following organization.

Minority Organizations

- Public Administrators Network & Caucus of Elected Asians
- International Hispanic Network
- National Forum for Black Public Administrators

Personnel Board Member Thomas said in order to target a larger audience a small ad should be placed in the Chronicle and San Mateo Times. Human Resources Director Yuki said she will place the ad where it's cost effective and has a broad audience.

Human Resources Director Yuki stated that the Community Services Director and Public Services Director would open concurrently beginning in June. The two positions will be posted in June for 30 days.

Personnel Board Member Fuentes asked when Human Resources will know that it has a viable applicant pool. Human Resources Director Yuki said that most people wait until the last week to apply and that Human Resources won't know until the closing date if we have a viable applicant pool.

City Manager Jackson said if we do not receive an adequate number of applicants the final filing date could be extended or the recruitment could be stopped and re-initiated at a different time.

Personnel Board Member Fuentes asked if a candidate would be invited to the oral interview if he/she lived in a different part of the country. City Manager Jackson said that the applicant would not be discounted if he is from a different area.

Personnel Board Member Fuentes asked if the City would pay for relocation of a candidate. City Manager Jackson said that the City has not paid for relocation in the past and it would have to be authorized by the City Council.

DISCUSSION ITEMS

Quarterly Report to Mayor and City Council Members

The following changes were made to the Quarterly Report by Personnel Board Member Fuentes:

- In the fifth paragraph before the sentence that begins with "the Board reviewed the City's EEO-4 Report" add "In an effort to advise on effective recruitment strategies"
- After the sentence that begins with "the Board reviewed the City's EEO-4 Report" add "In addition, the Board reviewed the City employees' residence mapping by County (attached)".

A motion was made by Personnel Board Member Comerford to distribute the quarterly report to the Mayor and Council Members. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

The next Personnel Board meeting is scheduled for Monday, June 16, 2008.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Marie Fir
Secretary